

Sensitive Duty Inventory				
Unit		Turhal Vocational School		
Subunit		Directorate		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Spending Authority	Directorate	Director	Loss of Rights, Loss of Reputation, Public Damage
Subunit		Deputy Director (Responsible for Administrative Affairs)		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	To carry out the duties of the Director when the Director delegates power of attorney.	Directorate	Director	Disruption of duty, loss of rights, loss of reputation
2	Complying with the school's ethical rules and supporting internal control activities	Directorate	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
3	Making course schedules and course assignments	Directorate	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
4	Planning studies on lesson plans, exam schedules and student investigation files	Directorate	Director	Illegal activities occur among students.
5	Participating in internal control, strategic plans and activity reports	Directorate	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
Subunit		Deputy Director (Responsible for Education)		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	To act in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law	Directorate	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
2	Planning studies on lesson plans, distribution of classrooms, exam programs, and chairing groups to be formed for these tasks.	Directorate	Director	Disruption in education and training,
3	Listening and resolving student problems on behalf of the Principal	Directorate	Director	Loss of student rights, disputes between students, illegal activities between students.
4	Making course schedules and course assignments	Directorate	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
5	To organize inspections within the scope of ACCREDITATION and QUALITY.	Directorate	Director	Liaising with departments, administrative units and personnel responsible for quality process improvement activities and developing the control system.

Subunit		Sch. Of High. Edu. Secretariat		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Implementation Responsibility	Sch. Of High. Edu. Secretariat	Director	Loss of Rights, Loss of Reputation, Public Damage
2	Writing the decisions of the School Board, School Administrative Board, Academic Board and Disciplinary Board	Sch. Of High. Edu. Secretariat	Director	Waste of time
3	Follow-up and implementation of laws, regulations and other legislation	Sch. Of High. Edu. Secretariat	Director	Loss of Reputation, Public Damage
4	Making assignments to replace the personnel who are on leave and assigning them to the personnel who have left their duties, with the knowledge of the	Sch. Of High. Edu. Secretariat	Director	Mission disruption
5	Follow-up of Academic and Administrative Personnel Investigations	Sch. Of High. Edu. Secretariat	Director	Loss of rights Loss of reputation
6	Follow-ups regarding Security and Cleaning workers	Sch. Of High. Edu. Secretariat	Director	Tekit, loss of reputation of the administration, loss of reputation and trust
7	Ensuring efficient and economical use of resources	Sch. Of High. Edu. Secretariat	Director	Budget deficit and loss of rights
Subunit		Head of department		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	To act in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law	Head of department	Director	Disruption of education and training, disruptions in achieving institutional goals, problems in institutional representation and competence
2	To ensure that the course schedule and course assignments are made fairly, objectively and in accordance with the academic staff's fields of science.	Head of department	Director	Disruption of education, loss of student rights, failure to meet institutional goals
3	Supervising the coordination between course distribution and department staff structure and determining staff needs	Head of department	Director	Disruption of education and training, excessive burden on existing faculty members, necessity to devote all time to education, and inability to allocate the minimum time and resources required for research and publication.
4	Dealing with the problems of disabled and foreign students	Head of department	Director	Disruption of education and training, failure to achieve institutional goals, low productivity. Disadvantaged segments and foreign students experiencing adaptation problems, disruptions in achieving academic goals, inability to reach the level of competence required to move the institution to an international level, loss of student rights.
5	Ensuring that associate degree programs are carried out regularly	Head of department	Director	Loss of trust and reputation, loss of success, falling behind in being preferred

Subunit		Head of department		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
6	Organizing scientific meetings, providing incentives to increase the scientific research and publishing power of the department	Head of department	Director	Problems in achieving institutional goals, institutional monotony, inadequacy and weakness in the research dimension. Failure to conduct academic research, which is one of the most important parts of corporate goals, in a reasonable order and number, may result in public harm.
7	Representing the department by attending School Board meetings	Head of department	Director	Weak communication between the College Administration and the Department Head. Lack of coordination. Disruption in administrative work.
8	Holding a departmental academic meeting before the start of the academic year	Head of department	Director	Lack of communication and coordination among faculty members of the department, inability to distribute labor properly, disruption of work
9	To ensure efficient, effective and economical use of resources, to use and protect goods and materials in the areas for which it is responsible.	Department Faculty Members	Head of department	Public harm, disruptions in achieving corporate goals, loss of rights
10	To comply with the Ethical Values of the Institution, to support internal control activities, to know that they have sensitive duties and to act accordingly	Department Faculty Members	Head of department	Deviation from academic goals, disruptions in administrative coordination, institutional competence and representation problems
11	To carry out academic and administrative duties assigned by the Rector, Director, Department Head and assistants.	Department Faculty Members	Head of department	Disruption in academic and administrative affairs
12	Preservation of official information and documents belonging to the Department Head and archiving of documents related to the department.	Department Secretariat	Head of department	Causing public harm, loss of reputation, loss of rights and loss of personal rights
Subunit		Student affairs		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Preparing all kinds of documents regarding students and sending them on time	Student Affairs Office	Deputy Director Responsible for Education - College Secretary	Loss of rights and reputation
2	To follow the decisions of the School Board and the School Board of Directors and to fulfill the requirements of the decisions taken.	Student Affairs Office	Deputy Director Responsible for Education - College Secretary	Loss of rights and time
3	Following up student disciplinary procedures and making all entries regarding student automation	Student Affairs Office	Deputy Director Responsible for Education - College Secretary	Non-compliance with laws and disruption of order
4	Ensuring the necessary arrangements within the office at the end of the period and at the end of the year	Student Affairs Office	Deputy Director Responsible for Education - College Secretary	Decrease in work and efficiency
5	To carry out their duties in the ceremonial organizations of old and new graduates.	Student Affairs Office	Deputy Director Responsible for Education - College Secretary	Loss of rights and reputation

Subunit		Financial Affairs Unit		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Provision of personal rights in a timely manner in salary preparation	Financial affairs	College Secretary	loss of rights
2	Preparing and recommending the budget within the scope of duty	Financial affairs	College Secretary	Budget deficit and loss of rights
3	To make payments and deductions in line with court decisions, as well as salaries, additional lessons, payments arising from assignments within the scope of Law No. 2547.	Financial affairs	College Secretary	loss of rights
4	Making accurate and complete deductions from individuals during salary preparation	Financial affairs	College Secretary	loss of rights
5	Sending the deductibles sent electronically to SGK accurately, completely and on time.	Financial affairs	College Secretary	The risk of causing public harm and personal injury is subject to a minimum wage penalty per person.
6	Preparation and follow-up of the budget within the scope of duty	Financial affairs	College Secretary	Budget deficit and loss of rights
7	Preparation and accrual of domestic and international travel documents.	Financial affairs	College Secretary	Occurrence of loss of rights. Occurrence of personal harm
Subunit		Portable Recording Unit		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Receiving the movable goods by measuring/counting them and placing them in the warehouse	Portable Recording Unit	College Secretary	Financial loss, Public Damage etc.
2	Keeping records regarding the entry and exit of movables, preparing relevant documents and tables and creating movable management account statements	Portable Recording Unit	College Secretary	Failure to control the movable assets in the unit, failure to prepare the necessary documents on time and public damage
3	Checking and receiving movables that cannot be inspected and accepted immediately, and preventing them from being put into use without final acceptance.	Portable Recording Unit	College Secretary	Failure to control the movable assets in the unit, failure to prepare the necessary documents on time and public damage
4	Checking the durable movables in use where they are located, counting them and having them done.	Portable Recording Unit	College Secretary	Financial loss, taking advantage, corruption
5	Carrying out movable year-end transactions	Portable Recording Unit	College Secretary	Causing public harm, loss of reputation
6	Assisting the spending unit in material requirements planning	Portable Recording Unit	College Secretary	Causing public harm, loss of reputation

Subunit		Human resources		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Preparing and maintaining the personnel file in accordance with the legislation	Human resources	College Secretary	Loss of reputation, rights and trust
2	Term extension and reappointment procedures of faculty members	Human resources	College Secretary	forfeiture
3	Resignation and retirement procedures of academic and administrative staff	Human resources	College Secretary	forfeiture
4	Military service, birth, etc. Unpaid leave procedures for reasons	Human resources	College Secretary	forfeiture
5	SSI Registration Procedures for College Personnel	Human resources	College Secretary	forfeiture
6	Performing academic staff separation/disconnection procedures	Human resources	College Secretary	forfeiture
7	Keeping track of general and periodical documents arriving at the office	Human resources	College Secretary	Loss of rights, loss of time
8	Personnel Leave Procedures	Human resources	College Secretary	forfeiture
9	Domestic and international assignment procedures for academic and administrative staff	Human resources	College Secretary	forfeiture
10	Goods declaration forms	Human resources	College Secretary	forfeiture
11	Ensuring the necessary arrangements in the office at the end of the period and at the end of the year	Human resources	College Secretary	Decrease in working efficiency
Subunit		Registry Office		
Sequence No.	Sensitive Tasks	Unit with Sensitive Mission	Responsible Unit Chief	Consequence of Failure to Fulfill the Duty
1	Recording incoming and outgoing documents to the standard file plan via EBYS	Editorial Office	College Secretary	Inability to find documents, problems in archiving, loss of rights, loss of reputation
2	To protect all kinds of information and documents related to the school and to prevent them from falling into the hands of unrelated people.	Editorial Office	College Secretary	Loss of reputation, personal harm, public harm
3	Following periodical articles.	Editorial Office	College Secretary	forfeiture
4	Ensuring the security and protection of files containing confidential information due to their content	Editorial Office	College Secretary	Loss of rights, personal and public damage
5	Ensuring the necessary arrangements in the office at the end of the period and at the end of the year	Editorial Office	College Secretary	Decrease in working efficiency
Prepared by Adem OKUR D. Sch. Of High. Edu. Sec.			Approved by Dr. Lecturer Member Ebubekir YAŞAR Director	